WIDE AREA WORKFLOW Implementation Plan

November 2007

The way ahead…

- NAVFAC has five stages outlined for site implementation:
  - ✓General/Corporate Policy and Guidance via IPT
  - ✓Site Surveys, including:
    - **Identifying Site Specific Concerns including vendors, user community and general business processes**
  - ✓Analysis
  - ✓Implementation
    - **Training and facilitation of “real” end to end invoice**
  - ✓Follow-up and support
- Comprehensive checklists included for each of the steps

Implementation Plan

1. Summary Implementation Plan
2. NAVFAC WAWF Charter
3. NAVFAC IPT WAWF Implementation Working POAM
4. Checklist for each of the Five Implementation Stages
5. NAVFAC WAWF Invoicing Instructions Provision

Implementation Phases

- First Phase (near-term)
  - –New awards (non-construction/FSC)
  - –SEAPORTe contracts
  - –Top 10 vendors
  - –USMC related contracts
- Second Phase (mid-term)
  - –Construction, A&E
  - –Contracts with mixed LOAs (Army, AF, etc.)
  - –Contracts with many LOAs
  - –Exercising FY09 options to include WAWF instructions
- Third Phase (long-term)
  - –Miscellaneous Payments

First Phase: Slow and Steady Wins the Race

- Target “Low Hanging Fruit”
- Vendors already using WAWF (Over 10k available)
- Top vendors receiving the most interest
- New awards
- Contracts already associated with WAWF
  - SEAPORTe, USMC, etc.
- Minimum LOAs – starting with just one LOA, then increasing LOAs as confidence increases

Second Phase: ECP 500 Becomes Reality

- Construction, FSC and A&E are now WAWFable
- Contracts with mixed LOAs (Army, AF, etc.)
  - ✓Partnerships will be encouraged between services for smooth transition
- Contracts with multiple LOAs
- Exercising FY09 options to include WAWF instructions, for those award types included in First Phase.

Contract Specialists' Toolbox

- The NAVFAC WAWF Provision with appropriate DoDAACs and instructions will be included
- Contract Officer Checklist available for transition
- E-coding Worksheet
- NAVFAC WAWF Implementation POC Guide